



DEPARTMENT OF THE NAVY

NAVY ENVIRONMENTAL HEALTH CENTER
2510 WALMER AVENUE
NORFOLK, VIRGINIA 23513-2617

NAENVIRHLTHCENINST 5040.7E
CS

9 APR 2001

NAENVIRHLTHCEN INSTRUCTION 5040.7E

Subj: COMMAND INSPECTION PROGRAM

Ref: (a) SECNAVINST 5040.3 Series
(b) BUMEDINST 5040.2 Series
(c) OPNAVINST 5100.23 Series

1. Purpose. To establish the Navy Environmental Health Center (NAENVIRHLTHCEN) Command Inspection Program. The goal is to identify and facilitate continual improvement in the readiness, effectiveness, and efficiency of NAENVIRHLTHCEN field activities in accomplishing their mission.
2. Cancellation. This instruction supersedes NAENVIRHLTHCENINST 5040.7D.
3. Scope. This instruction applies to NAENVIRHLTHCEN and its field activities.
4. Policy. The NAENVIRHLTHCEN Command Inspection Program will comply with policies and procedures as established in references (a), (b) and (c).
5. Background. References (a), (b) and (c) set forth the authority, guidelines and responsibility of NAENVIRHLTHCEN to implement a Command Inspection Program.
6. Objectives
 - a. Based on the *Malcolm Baldrige Criteria for Performance Excellence* identify command efficiencies, opportunities for improvement and corrective actions as appropriate. This portion of the inspection process is designed to identify innovative processes at the field activities that may be implemented at NAENVIRHLTHCEN, its field activities, or within the Bureau of Medicine and Surgery (BUMED) claimancy.
 - b. Review and evaluate alignment and implementation of Strategic and Business Plans with NAENVIRHLTHCEN and BUMED goals, including evidence that staff members are aware of, and understand, their individual roles in achieving the activity goals.
 - c. Evaluate condition and adequacy of facilities.

9 APR 2001

- d. Evaluate activity administrative methods and procedures to determine degree of compliance with directives/policies/mandates of higher authority; effective, efficient and economical use of resources to carry out assigned mission.
- e. Assess efficacy of information and personnel security, communications and physical security, maintenance and management systems, safety and occupational health programs, and follow-up on previous command or other agency inspections/surveys, as appropriate.
- f. Evaluate general or technical items of special interest and/or concern identified by NAVENVIRHLTHCEN, customer base, or other higher authority, as related to the activity being inspected.

7. Responsibility

a. The Commanding Officer of NAVENVIRHLTHCEN will appoint in writing subject matter experts to inspect pertinent programs and offer appropriate facilitation to the echelon four activities. The core inspection team will consist of experienced professionals in the following areas:

- (1) Administrative Procedures and Policies
- (2) Physical, Information and Computer Security
- (3) Safety and Occupational Health
- (4) Financial and Resources Management and Distribution
- (5) Mandatory Military Program

b. Augmentees may be appointed, in writing, to review and report on specifically focused programs of interest to BUMED or NAVENVIRHLTHCEN.

c. The Director of Plans and Operations serves as Team Leader.

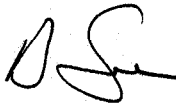
d. The Navy Drug Screening Program Manager serves as Assistant Team Leader.

e. The Command Suite Management Analyst serves as Program Manager.

8. Action. The NAVENVIRHLTHCEN Command Inspection Team efforts include but are not limited to the following:

9 APR 2001

- a. Conduct professional, primary, and technical support inspections of all NAENVIRHLTHCEN field activities.
- b. Accomplish command inspection of field activities on a triennial basis.
- c. Prepare inspection report(s) on inspected activities and submit results to BUMED (MED-02) and the chain of command as appropriate.
- d. Ensure appropriate follow-up mechanisms (e.g., focused reviews for significant deficiencies identified) are utilized and documentation of corrective action(s) of noted deficiencies are properly maintained.



D. M. SACK

Distribution: (NAENVIRHLTHCENINST 5215.2P)

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| List I | (Directors and Deputies) |
| VI | (NAENPVNTMEDUs) |
| VII | (NAVDISVECOLCONCENs) |
| VIII | (NAENVIRHLTHCEN DET) |
| IX | (NAVDRUGLABs) |